

## ENLISTED PROMOTION SYSTEM (EPS)

### PERSONNEL GENERAL

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#### FOR THE GOVERNOR:

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**History.** This pamphlet supersedes and replaces CAARNG Pamphlet 600-8-19, dated 9 November 2010.

**Summary.** This pamphlet provides implementation instructions for the Enlisted Promotion System; EPS packets submission process, EPS boards, and selecting Soldiers from the EPS list.

**Applicability.** This pamphlet applies to the California Army National Guard (AGR and Traditional Soldiers).

**Supplementation.** Supplementation of this pamphlet is prohibited without the prior approval of the G-1, Military Personnel, Office of the Adjutant General, California Army National Guard.

**Suggested Improvements.** Users of this pamphlet are invited to send comments and suggested improvements directly to CAAD-G1, Attention: EPM.

**Distribution.** Distribution of this pamphlet is for Army - A.

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# SUMMARY of CHANGE

CAARNG 600-8-19

## Enlisted Promotions and Reductions

- o Adds paragraph 2-3, Soldier Self Declination
- o Adds paragraph 2-4, Soldiers who fail to turn in a Promotion Packet or NGB 4100
- o Updates paragraph 2-5, Denying Soldiers Consideration for Promotion
- o Updates 2-10, Enlisted Promotion Packet for Centralized Promotion Board
- o Updates 2-11, Soldiers assigned to Warrior Transition Units (WTU)
- o Updates 2-14 Unit Responsibilities with a detailed description / procedures
- o Adds 2-15, Battalion Responsibilities
- o Adds 2-16, Brigade Responsibilities
- o Updates Chapter 3, Enlisted Promotion Boards
- o Adds 3-5, President of the Board Designation
- o Updates Chapter 5, 1SG Selections / Leadership Boards
- o Adds Figure D-2, 1SG Appraisal Worksheet
- o Adds Figure D-3, 1SG OML
- o Updates Chapter 6, Selection from Promotion List to 00F (MOS immaterial) Positions
- o Updates Chapter 7, Filling Instructor Positions
- o Updates Figure B-1, Sample Board Appointment Memorandum
- o Updates Figure B-3, Promotion Board Oaths
- o Adds Figure B-4, Board Results Memorandum
- o Makes administrative and additional changes throughout

## Chapter 1 - Overview

### 1-1. Purpose

This pamphlet provides implementation instructions for the Enlisted Promotion System (EPS). This pamphlet augments AR 600-8-19 Chapter 7 by providing specific guidance and procedures for:

- a. The responsibilities and process of submitting Enlisted Promotion packets through command channels to the appropriate promotion convening board.
- b. Provides guidance for the Enlisted Promotion Board for the ranks of Sergeant (SGT), Staff Sergeant (SSG), Sergeant First Class (SFC), Master Sergeant (MSG), and Sergeants Major (SGM), to include all Enlisted AGR Soldiers.
- c. Provides procedures for the selection of First Sergeants.
- d. Provides for the selection of OOF positions.
- e. Provides for the selection of Soldiers from the standing EPS list.

### 1-2. References

- a. AR 600-8-19 Enlisted Promotions and Reductions, dated 30 April 2010.
- b. NGR 600-200 Enlisted Personnel Management, dated 31 Jul 2009.

### 1-3. Promotion Authority

The State Adjutant General has delegated the authority to manage and administer the CAARNG EPS Program to the Commander, California Army National Guard.

### 1-4. Responsibility

The enlisted promotion system is a Commander's program with strong support from First Sergeants and Command Sergeants Major.

### 1-5. Special Terms

- a. **Best qualified.** Soldiers selected over their peers by a selection board as best able to perform the duties at the next higher grade.
- b. **Whole person (Soldier) concept.** An established idea of judgment based on the entire record of qualities, qualifications, accomplishments and failures, rather than on one single item as overriding in determining selection or rejection.
- c. **Consideration.** All Soldiers that meet the NCOES requirements for their current grade, minimum TIG, TIS, and cumulative enlisted service (CES) as established in the promotion board memorandum of instruction (MOI) and this chapter, and are not prohibited from consideration per AR 600-8-19, chapter 7, are eligible for consideration. The promotion authorities cannot add or delete any prerequisite or requirement for consideration of Soldiers. Soldiers can be denied consideration per paragraph 7-34.
- d. **Eligibility criteria date.** The date that establishes a cutoff date at which all promotion *points (except board points) will be calculated. This date is explained in the promotion board MOI.*
- e. **Selection objective.** The promotion authority sets the maximum number of Soldiers by MOS of those to be trained, promoted and assigned during the anticipated life of the list by establishing a cut off score.
- f. **Promotion List Status.** Senior NCOs recommended for promotion are not guaranteed promotion list status. Board members may vote unanimously to *not* select a soldier for promotion. Those Soldiers whose average score falls below 3.0 thru the Automated Board System (ABS) will not be listed on the enlisted promotion list for their grade and MOS.
- g. **Selection.** Soldiers selected for promotion will be in sequence of the Career Progression Military Occupational Specialty (CPMOS) list and meet all promotion requirements in this chapter and the promotion board MOI. Promotion authorities can establish written selection criteria as long

as they are global and do not contradict or waive any portion of requirements or prohibition of AR 600-8-19.

*h. CPMOS.* The CPMOS indicates to Soldiers and Commanders the channel in which the Soldier should expand professional development efforts and seek assignments. It also indicates to Commanders and personnel managers the MOS in which the Soldier should be assigned at the current and higher grade levels. The CPMOS will normally be the PMOS unless there is a *compelling* reason to choose another MOS in which the Soldier is qualified. For instance, the Soldier's MOS merges into another at a specific grade level or the Soldier's MOS reaches a point that requires a choice of two MOSs; the Soldier has reached the maximum grade allowed in a low population MOS in a state or organization and must choose another MOS for career progression opportunities. Soldiers must be qualified in their CPMOS to maintain promotion list status.

## **Chapter 2 - Processing Soldiers for Promotion Consideration**

### **2-1. Eligibility**

To be eligible for consideration Soldiers must meet the promotion criteria outlined in AR 600-8-19, 7-20.

### **2-2. Consideration for Promotion**

Soldiers that meet the minimum TIG, TIS, CES, and NCOES listed on the Promotion Eligibility Roster (PER) are eligible for submission to the board. First line leaders, First Sergeants and commanders must work in concert to submit only fully qualified Soldiers that have demonstrated the potential to serve at the next higher grade.

### **2-3. Soldier Self Declination**

Soldiers may elect to self decline promotion consideration without penalty on the NGB Form 4100 series. The Soldier will elect the declination of promotion and sign and the applicable NGB Form 4100. Attach the NGB Form 4100 to the unit submission roster. No further documentation is required by the commands. Soldiers who self decline promotion will not be considered or reinstated on the current year promotion list for any reason. Commanders are encouraged to counsel the Soldier on the implications of self declination.

### **2-4. Soldiers who fail to turn in a promotion packet and or 4100**

Soldiers eligible for promotion will request consideration or decline consideration for promotion using the appropriate NGB Form 4100 series. Failure to turn in a 4100 by the commands established suspense date constitutes a declination of promotion consideration. Commanders will counsel the Soldier in writing as a matter of record.

### **2-5. Denying Soldiers Consideration for Promotion**

*a.* Soldiers who are listed on the Personnel Eligibility Report (PER) may be denied consideration for promotion based on misconduct, insufficient experience and knowledge in personal and professional qualities and qualifications, or a lack of potential to serve at the next higher grade. Leaders at all levels will ensure that Soldiers considered for promotion are fully qualified. Commanders recommending the denial of consideration for promotion must complete counseling in ample time to allow the Soldier 30 days to prepare an appeal if they so choose. Timelines will be established in the State MOI.

*b.* Denial of promotion approval authority is as follows:

(1) Promotion to SGT and SSG the first commander authorized in the grade of LTC or higher is the approval authority.

(2) Promotion to SFC and MSG the first commander authorized in the grade of COL or higher is the approval authority.

(3) Promotion to SGM The Adjutant General is the approval authority.

c. Denial of promotion authority commanders must personally approve or disapprove these actions; delegation is not authorized.

d. Recommending Soldiers being denied consideration for promotion is the sole responsibility of the commander and is traditionally based on feedback he / she receives from first line leaders, first sergeants, and command sergeants major. The unit commander must:

(1) Personally counsel the Soldier on the reason(s) for the recommended denial (this will not be further delegated) on DA Form 4856 with supporting documentation as applicable.

(2) The Soldier must be given a minimum of 30 days or until 5 days after the unit's next scheduled training period (IDT or AT) whichever occurs first to submit an appeal in writing. Soldier will indicate on the 4856, Session Closing, Individual Counseled Remarks one of following statements: "I intend to appeal this action in writing" or "I do not intend to appeal this action".

(3) Initiate DA Form 4187 and DA Form 4187-1-R for approval by the respective approval authority.

(4) Submit the DA Form 4187 & 4187-1-R along with DA Form 4856, official counseling with supporting documentation (as applicable) thru command channels to the denial of promotion authority for approval/disapproval. Each commander in the Soldiers chain of command will recommend approval or disapproval of the action.

e. The denial of promotion authority commander must sign and date DA Form 4187 / 4187-1-R indicating approval or disapproval.

f. Approved DA Forms 4187, denying promotion consideration are personnel actions and will be treated as such. DA Forms 4187 will be scanned into iPERMs as a permanent document in the Official Military Personnel File (OMPF).

g. Disapproval of a recommendation to deny promotion consideration. A commander at any level may disapprove the recommendation to deny promotion consideration. Indicate "disapproved" on the DA Form 4187-1-R, include the reason for the disapproval in the comments section and return the action through command channels to the originator.

## **2-6. Request for EPS CPMOS Change**

a. Prior to promotion eligibility cutoff date (submission suspense date will be established in the State MOI). Soldiers who have a compelling reason to choose another CPMOS in which they are qualified will submit their request in writing through command channels to the California Army National Guard G-1 for final disposition (approval or disapproval) prior to promotion eligibility cutoff date. Only fully qualified SMOS or AMOS will be considered. Commanders will recommend approval or disapproval.

b. Soldier will justify their request for CPMOS change in memorandum format and initiate DA Form 4187 & 4187-1R. The requested CPMOS change must meet the criteria established in AR 600-8-19 paragraph 7-30 and be an awarded SMOS or AMOS.

c. Commanders will certify the DA Form 4187 recommending approval or disapproval. Commanders will consider Soldier's technical ability to perform proficiently in the requested MOS by taking into consideration the length of time the Soldier has not performed in the MOS etc.

d. Forward the DA Form 4187 along with DA Form 4187-1-R through command channels for final disposition by the CAARNG G-1. Each command must recommend approval or disapproval of the action on the DA Form 4187-1-R.

e. Requests submitted after the current cycle's eligibility cutoff date will not be considered.

f. Approved requests will be boarded in the approved alternate CPMOS and listed on the corresponding MOS promotion list. Approved CPMOS change for promotion list purpose does not change a Soldier's Primary MOS.

g. Requests for reclassification and integration into a new CPMOS will not be considered until the next board cycle.

## 2-7. Enlisted Promotion Packets

a. Enlisted Soldiers are responsible for the contents of **their** promotion packet and that all their documentation is current and accurate.

(1) The EPS Checklist, (Figure A-2), will be used for promotion packets in the ranks of SPC to SGT and SGT to SSG.

(2) The Senior EPS checklist (Figure A-4) will be used as a guide for promotion to SFC, MSG, and SGM to assist the Soldier in ensuring their record is an accurate reflection of their military career.

b. Commanders will ensure that Soldiers are educated on the EPS process and ensure unit personnel assist with packet review. (Note: do not write messages on the front of the promotion packet checklist such as DO NOT PROMOTE)

## 2-8. Specialist to Sergeant Evaluation Form

Specialists being recommended for promotion will not have an NCOER for the board to evaluate their performance. Therefore, Unit Commanders will ensure that a Specialist Performance Evaluation Form (Figure A-6) is completed by the Soldier's California Army National Guard 1st Line Leader or NCO support channel. Only one evaluation form is required for the evaluated Soldier. However, Soldiers may submit up to two previous year's performance evaluation forms along with their current performance evaluation (for a total of 3 years of performance evaluations).

## 2-9. Enlisted Promotion Packet for Centralized Promotions

a. Centralized promotion packets for Senior NCOs (promotion to SFC, MSG, and SGM) are primarily comprised of the Soldier's OMPF located in iPERMS. Soldiers going before a centralized promotion board must ensure their OMPF is up to date and accurately reflects their military service. The following documents, at a minimum, are required to be uploaded into iPERMS using the below listed naming conventions. This will enable retrieval from iPERMS into the Automated Board System.

<u>Document</u>	<u>iPERMS Naming Convention</u>
NCOERs	DA 2166-8
Civilian Education	(iPERMed through State CIV ED)
NGB-4100-1B-R-E	NGB 4100
Weapons Qualification	WPNS QUAL
Awards	As Appropriate, DA 638, DA 638-1, CITATION, ST AWD ORD, AWD CERT, AWD ORDER, AWD DOC
Biographical Sketch	BIO SKETCH
APFT	DA 705
Body Fat Worksheet (M)	DA 5500-R
Body Fat Worksheet (F)	DA 5501-R
Military Education	DA 1059
Letter to the Board	HQDA MFR (optional)

b. Senior NCOs utilize the NGB Form 4100-1B-R-E (figure A-3) for promotion consideration. Commanders in the California Army National Guard must endorse the NGB Form 4100-1B. NGB Forms 4100-1B must be iPERMed by Brigade/Division command.

## 2-10. Enlisted Promotion Packet for Decentralized Promotions

All promotion packets for Soldiers in the grades of SPC, SGT, and SSG will have the following documentation stapled in the order listed below (a –g).

a. Promotion Packet Checklist (Figure A-2).

b. Complete and signed 4100-1-R-E (Figure A-1).

- c. Biographical Sketch (Figure A-5).
- d. NCOERs for the past 3 years.
- e. Specialists Performance Evaluation Form completed by their rating chain (Figure A-6).  
Soldiers may submit up to two previous year's performance evaluations along with their current performance evaluation (for a total of 3 years of performance evaluations).
- f. DA Form(s) 1059 for the most recent NCOES course (all phases).
- g. DA Form 705 Army Physical Fitness Test Scorecard for the past 3 years with supporting DA Forms 5500-R/5501-R as applicable.
- h. Certificates for decorations, memorandums of commendation and certificates of appreciation for the past 3 years.
- i. Additional documents are *not* authorized.

## **2-11. Soldiers Assigned To Warrior Transition Units (WTUs)**

- a. Soldiers assigned to Warrior Transition Units (WTUs) and others with profiles stemming from combat-related operation will indefinitely retain the last administrative promotion points for APFT and weapons qualifications on record before their incapacitation until they are returned to duty. Soldiers who mobilized without a record APFT within 18 months will not be awarded APFT points under this policy. It is beneficial to the Soldier being boarded to submit a memorandum of explanation indicating the reason why their APFT is not current.
- b. Assigned to a WTU/CBHCO alone is not grounds for denial of promotion consideration.
- c. Commands are responsible for 100% accountability of their Soldiers promotion packets.
- d. Units are responsible for notifying their Soldiers assigned to a WTU of their eligibility to submit a promotion packet / NGB Forms 4100 series for promotion consideration.
- e. The WTU Liaison NCO will provide assistance to commands as needed.
- f. Soldiers on a promotion list at the time of title 10 (active duty) retirement for disability will be promoted to the designated grade effective the day prior to placement on the retired list.
- g. Soldiers on a promotion list at the time of title 10 (active duty) separation for disability with entitlement to disability severance pay will be paid such compensation at the promotion list grade and promoted to the designated grade effective the same date of separation. Referred to as "same day promotions".

## **2-12. Mileage Criteria**

Soldiers will elect a mileage range in which they are willing to commute to accept promotion. A Soldier shall be bypassed and remain on the promotion list if the distance from the established Home of Record (HOR) in SIDPERS to unit location is greater than the mileage selected by the Soldier.

- a. 0-50 miles selected: Soldiers that decline positions within 50 miles from their HOR will be removed from the OML. If the position offered is outside 50 miles Soldiers will not be removed from the OML.
- b. 0-125 miles selected: Soldiers that decline positions within 125 miles from their HOR will be removed from the OML. If the position offered is outside 125 miles Soldiers will not be removed from the OML.
- c. 0-300 miles selected: Soldiers that decline positions within 300 miles from their HOR will be removed from the OML. If the position offered is outside 300 miles Soldiers will not be removed from the OML.
- d. Statewide Selection: Soldiers that decline positions anywhere in the state will be removed from the OML.
- e. AGR Soldiers are only considered for statewide selection.

## **2-13. Soldier's Responsibilities**

- a. Soldiers will verify the accuracy of all documentation and update data through unit full time personnel as required.

b. Deployed Soldiers must coordinate with their forward command and rear command to ensure accuracy as appropriate.

c. Soldiers may submit a memorandum to the president of the promotion board calling attention to any matter concerning themselves which they feel is important to promotion consideration. Although written communication is authorized, it is encouraged only when documentation in the Soldiers record lacks information which the Soldier feels will have an effect on the board's deliberations. A Soldier's memorandum to the board does not replace missing documentation such as NCOERs, DA Forms 705s, or DA Forms 1059.

d. Review and sign the appropriate NGB form 4100 (Figure A-1) or NGB 4100-1B (Figure A-3) only after it is accurate and complete. NGB 4100s with crossed out, or inked in, information will not be accepted. Unit full time personnel and CDRs will ensure supporting documentation is submitted and updated in the various personnel data systems in order to produce a clean NGB 4100.

e. Request for CPMOS change on DA Form 4187 to include the Soldiers memorandum of justification through Unit Commander prior to promotion eligibility cutoff date. Only fully qualified secondary and additional MOS held prior to the board promotion eligibility cutoff date will be considered. Refer to paragraph 2-6 of this pamphlet.

## **2-14. Unit Responsibilities**

a. Print Promotion Eligibility Roster (PER) and Ineligibility List through the MILPO Apps/EPS system for review by the command team and identify any errors.

(1) Check for errors in NCOES, TIS, TIG, MOS SIDPERS coding issues

(2) Correct any miscoded / non-coded documents through SIDPERS.

b. Print NGB Form 4100 series and applicable promotion packet checklist and distribute to eligible Soldiers for review and compilation of their promotion packet.

c. Review Ineligibility reason with each Soldier listed on the Ineligibility List to identify errors and inform the Soldier of the reason for ineligibility.

d. Determine which Soldiers will be recommended or denied promotion consideration.

e. Counsel all Soldiers listed on the PER that are being recommended denial of promotion consideration in writing on DA Form 4856 and process IAW paragraph 2-5 of this pamphlet and AR 600-8-19, paragraph 7-33.

f. Unit representatives will update missing or outdated administrative points identified by the Soldier through MILPOAPPS (<https://secure.ca.ngb.army.mil/MILPOAPPS/>):

(1) APFT and Weapons Qualifications are updated through RCAS for (junior enlisted administrative points).

- Failure to check the box for an Alternate Event in RCAS will cause the EPS system to give the Soldier incorrect points for APFT.

(2) Awards, Resident Training, and Correspondence course hours are updated through PRM / SIDPERS Auto Code (junior enlisted administrative points).

- Awards must be input in order of precedence. Only the first 10 awards entered in the SIDPERS Auto Code will update the EPS system for a maximum of 75 points.

(3) Civilian education transcripts must be submitted to the Civilian Education Branch. Only "official" transcripts submitted by an accredited institution in a sealed envelope will be accepted for iPERMS and SIDPERS coding.

g. Eligible Soldiers may submit a request for CPMOS change. CPMOS change requests must meet the criteria established in AR 600-8-19 and paragraph 2-6 of this pamphlet. Commanders recommend approval or disapproval through command channels to the CAARNG G-1. The requested MOS change must be a current Secondary or Additional MOS.

h. After all administrative points have been updated through MILPOAPPS print the updated NGB Forms 4100 for Soldiers and 1SG final review, election of mileage range and signature. Ensure the updated, signed 4100 is included with the promotion packet.

i. Select the appropriate mileage range elected by the Soldier on the 4100 series in MILPOAPPS / EPS for each Soldier on the PER (all ranks). AGR Soldiers are only considered for statewide selection.

j. Review the unit submission roster and ensure each Soldiers mileage and administrative points are correctly annotated based on each Soldiers 4100 series and submitted documentation.

k. Print the Promotion Eligibility Roster and Ineligibility List directly from the enlisted promotion system in landscape, ensuring both the roster and list includes the date and time stamp. Have each for validation and signature by the Unit Commander. Unit commander's signature signifies accuracy. Prior to the Commander validating it is suggested that each Soldier review their points listed on the PER and initial their points indicating accuracy. Keep on file.

l. Submit Unit Submission Roster, Ineligibility List, completed Junior enlisted promotion packets, Senior NCO NGB 4100-1B, Declination of Promotion Counseling's, Soldiers Self Declination NGB Form 4100, and Counseling Forms of Soldiers who failed to turn in a NGB 4100 series or promotion packet through command channels within timelines established by the command.

## **2-15. Battalion Responsibilities**

a. Conduct Quality Assurance (QA) of the Unit Submission Rosters, Ineligibility Lists, junior enlisted promotion packets, and senior NCO 4100-1Bs and ensure the following:

(1) Unit Submission Rosters and Ineligible Lists include date time stamp and are printed in landscape directly from the enlisted promotion system. The Unit Submission Rosters and ineligible lists are signed by Unit Commanders and include supporting documentation for all recommended promotions, command declinations, self declinations, and counseling's of Soldiers who failed to turn in NGB Form 4100 series or a promotion packet.

(2) Denial of promotion considerations have been received and forwarded to the appropriate approval authority through command channels.

(3) Battalion level approved denial of promotion consideration DA Forms 4187 and 4187-1-R are iPERMed to the Soldiers OMPF.

(4) Battalion Commander signs NGB-4100-1B for all senior enlisted recommendations for promotion and forwards to brigade for approval and inclusion into iPERMS.

(5) Validate that the MILPO APPS EPS reflects the mileage criteria elected by each Soldier.

b. Conduct SPC to SGT promotion boards during the timeline established in the State MOI IAW AR 600-8-19 paragraph 7-43 and chapter 3 of this pamphlet.

c. Input all board results into MILPO APPS/ EPS and retain a record of member score sheets.

## **2-16. Brigade Responsibilities**

a. Establish suspense dates to meet timeline requirements in the State MOI. Generally submission will occur a minimum of two weeks prior to the submission cutoff date to allow time for corrections.

b. Conduct Quality Assurance (QA) of the Unit Submission Rosters, Ineligibility Lists, junior enlisted promotion packets, and senior NCO 4100-1Bs and ensure the following:

(1) Unit Submission Rosters and Ineligible Lists include date time stamp and are printed in landscape directly from the enlisted promotion system. The Unit Submission Rosters and ineligible lists are signed by Unit Commanders and include supporting documentation for all recommended promotions, command declinations, self declinations, and counseling's of Soldiers who failed to turn in NGB Form 4100 series or a promotion packet.

(2) Battalion level approved denial of promotion consideration 4187/4187-1-R is iPERMed to the Soldiers OMPF.

(3) Brigade level approved denial of promotion consideration 4187/4187-1-R is iPERMed to the Soldiers OMPF.

(4) Declination of promotion consideration for promotion to the rank of sergeant major are forwarded to the CAARNG G1 EPM for TAG approval prior to convening of the senior enlisted promotion board as established in the State MOI.

(5) NGB Forms 4100-1B-R-E for all Senior NCOs have been signed by the brigade commander and scanned into iPERMS prior to the suspense date established in the State MOI.

(6) Validate that the MILPO APPS EPS reflects the mileage criteria elected by each Soldier on their NGB Form 4100 series.

c. Turn in Brigade's Unit Submission Rosters and ineligibility lists to the G-1, Enlisted Promotions Section during EPS turn in. Brigade CSMs are strongly encouraged to accompany HR Professionals during EPS turn in.

d. Conduct SGT to SSG promotion boards during the timeline established in the State MOI IAW AR 600-8-19 paragraph 7-43 and chapter 3 of this pamphlet.

e. Input all board results into MILPO APPS/ EPS and retain a record of member score sheets.

## **2-17. CAARNG G-1 EPM Responsibilities**

a. Verifies updated promotion information and eligibility in the enlisted promotion system.

b. Coordinates Centralized Promotion Boards.

c. Computes system generated final board points for each Soldier accepted and boarded in the Enlisted Promotion System.

d. Produce and publish promotion lists by grade and MOS.

## **Chapter 3 - Enlisted Promotion Boards**

### **3-1. General**

a. Centralized Enlisted Promotion Boards review the OMPF located in iPERMS of Soldiers recommended for promotion to SFC, MSG, and SGM using the whole Soldier concept and one vote process through the Automated Board System (ABS). Refer to paragraph 2-8 for a full listing of required documents to be uploaded in iPERMS for consideration by the centralized promotion board. Senior NCOs do not receive administrative points.

b. Decentralized Enlisted Promotion Boards review the Soldiers promotion packet and are conducted IAW AR 600-8-19, paragraph 7-35. Refer to paragraph 2-7 for a full listing of documents authorized to be included in decentralized promotion packets.

c. First Sergeant Boards will be conducted IAW Chapter 9, NGR 600-200 and Chapter 5 of this publication.

### **3-2. Convening Authority**

a. The State Adjutant General has delegated the authority to manage and administer the EPS Program for the CAARNG to the Commander California Army National Guard.

b. Promotion Boards will be convened as follows:

(1) Centralized boards for the ranks of Sergeant First Class, Master Sergeant, and Sergeant Major will be convened at the State Headquarters under the Army National Guard Commander.

(2) Decentralized promotion boards for the rank of Staff Sergeant will be convened by Brigade Commanders in the authorized grade of COL and higher.

(3) Decentralized promotion boards for the rank of Sergeant will be convened by Battalion Commanders in the authorized grade of LTC or higher.

### **3-3. Convening Authority Responsibilities**

Convening Authorities are responsible for appointing fair and impartial boards that will evaluate each Soldiers performance and potential using the whole Soldier concept and MOS competency. The sum of each Soldier's qualities and qualifications, matters of record, past performance with the

highest weight given to the recent past, and the Soldier's potential to serve in positions of greater responsibility will be considered objectively.

### **3-4. Board Appointments**

a. Convening authorities will appoint board members senior in grade by memorandum (Figure B-1). The board will be comprised of a President, three unbiased voting members (decentralized) or five unbiased voting members (centralized) and one recorder per panel. When large numbers of Soldiers are considered, the convening authority may appoint two or more panels of a board, each comprised of three members. Each panel will consider a portion of the total records.

b. When minority groups or females are being considered, boards will include at least one minority group member or female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

### **3-5. President of the Board Designation (Centralized and Decentralized)**

a. Command Sergeants Major are presidents of the board and serve without vote. Presidents of the board oversee the proceedings to ensure fairness and equality toward all Soldiers.

b. California Army National Guard Command Sergeant Major has oversight of all Army Enlisted Promotion Boards and is the president of the Centralized promotion board for Sergeant First Class, Master Sergeant, and Sergeant Major Boards.

c. Brigade Command Sergeant Major is the president of the decentralized promotion board for Staff Sergeants.

d. Battalion Command Sergeant Major is the president of the decentralized promotion board for Sergeant.

### **3-6. Board Evaluations**

a. Only those Soldiers identified by the Commander for promotion will be considered.

b. Centralized Promotion Boards:

(1) Review the Soldier's permanent portion of the OMPF located in iPERMS.

(2) Evaluate Soldiers under the whole Soldier concept and one vote process. Soldiers will be scored on a scale of 1 through 6 (6 being the highest) utilizing the Automated Board System (ABS). Board members have the option of assigning a plus or minus to their vote, however, the total score will not exceed the numerical value assigned.

c. Decentralized Promotion Boards:

(1) Review the Soldier's promotion packet (Figure A-2). Only of the documents listed on the Promotion Packet Checklist will be reviewed. Additional documents are not authorized.

(2) Evaluate individual Soldier Performance (175 points) and Potential (225 points) using the documentation or lack of documentation submitted in the Promotion Packet. Board members complete the CAARNG Form 4101-1-R-E, Promotion Appraisal Worksheet based on information that is within the packet for each Soldier.

### **3-7. Correspondence with the Board**

Correspondence with the Board must be in accordance with AR 600-8-19, Chapter 7. A Soldier may submit a memorandum for missing documentation on his or her own behalf. Soldiers must keep in mind this memo does not replace missing documentation. The following will not be included within the packet for board review:

a. Correspondence from anyone other than the Soldier concerned is not authorized (this includes communication from the Soldier's California Army National Guard NCO support chain, political sources, or other third parties).

b. Correspondence that criticizes or reflects on the character, conduct, or motives of any Soldier.

c. Incomplete appeals of items such as NCOER, AER, courts-martial, Article 15, or comparable state code actions, etc.

d. Incomplete copies of NCOERs, AERs, or draft awards are not authorized to be evaluated by the board. Only official (completed) documents processed through official channels will be seen by the Board.

### **3-8. President of the Board Responsibilities (Centralized and Decentralized)**

a. The CAARNG CSM will provide standardized guidance to board presidents.

b. The President of the Board (CSM) will:

(1) Recommend a minimum of three voting board members senior in grade to the Soldier being boarded to the appointing authority (ensuring minority, female, and a preponderance of M-Day representation when applicable).

(2) Establishes the date, time and location of the Board. Promotion boards will not be held prior to the eligibility cutoff date.

(3) Swear in the board members and the recorder using the "Promotion Board Oath" in figure B-3.

(4) Call the board to order and sets the tone of the board. He/she will provide guidance on scoring criteria.

(5) Trains members of the board and the recorder in their responsibilities.

(6) Conduct the board in accordance with AR 600-8-19 Chapter 7, Paragraphs 7-34 and 7-35, and this pamphlet.

(7) Ensures that three board members evaluate each decentralized promotion packet or five members evaluate each centralized promotion packet.

(8) Ensures that the variance between board members is less than 40 points for decentralized and 2 points for centralized.

(9) Reviews the findings of the Board for submission to the BN/BDE S-1.

(10) Signs and dates the board results memorandum. Figure B-4.

(11) Conduct an After Action Report (AAR).

### **3-9. Board Members Responsibilities**

a. Report to the designated site as directed.

b. Abide by AR 600-8-19 Chapter 7, Paragraph 7-34 and 7-35 and this pamphlet.

c. Board members will not divulge their board membership status to anyone without an official need to know.

d. Decentralized Board Members will consider only those items listed on the Promotion Packet Checklist (Figure A-2 as applicable) and fill in the Performance and potential points on the Promotion Board Appraisal Worksheet, NGB Form 4101 (Figure B-2).

e. Consider each Soldier using the whole Soldier concept and best qualified based only on the documentation provided to the Board.

f. Consider each Soldier without prejudice or partiality. In the event a member of the board is unable to consider a Soldier without prejudice or partiality the member must notify the president of the board immediately to have the board packet evaluated by another member of the board.

g. Cannot consider incomplete documents such as draft award recommendations or incomplete NCOERs (not signed by the rating chain or the Soldier).

h. Will not discuss board proceedings with anyone other than the proper authority (president of the board or convening authority).

### **3-10. Recorder Responsibilities**

a. The Recorder of the board is a non-voting member designated by the appointing authority, typically a member of the AG Corps. The Recorder serves as an integral component of the board. The role of the recorder is twofold; accountability of the promotion board packets and the promotion board process.

- b. The Recorder will at a minimum perform the following duties:
- (1) Ensure there's a promotion packet for each Soldier "Accepted" on the Unit Submission Roster in the grade being boarded and maintains 100% accountability.
  - (2) Swear in President of the board using the "Promotion Board Oath" in figure B-3.
  - (3) Ensures each promotion packet is boarded by three members of the board. Rotates packets through the board members for evaluation.
  - (4) Consolidate the score sheets for each promotion packet and ensures the board score variance is less than 40 points for decentralized boards or 2 points for centralized boards IAW paragraph 3-11 of this pamphlet.
  - (5) Obtain the president's signature and date on the board results memorandum. Figure B-4.
  - (6) Collect and destroy all board members notes.
  - (7) Record the After Action Review (AAR).
  - (8) Enters the board points into the Enlisted Promotion System. Choose a board grade, and select Evaluations for each Soldier accepted and boarded. Enter the total Performance and Potential Scores for each board member.
  - (9) Compile and retain the Promotion Board Records along with a copy of the AAR IAW chapter 9 of this pamphlet.

### **3-11. Board Point Variance**

The Recorder validates the scores of each packet on the NGB form 4101, EPS Board Appraisal worksheet (Figure B-2) or through the automated board system. Packets that do not meet the prescribed variance listed below will be referred to the president of the board for re-evaluation by the board member(s) and adjudicated by the board president.

- a. Decentralized Promotion Board member points must be within a 40 point variance for each Soldier being evaluated for promotion.
- b. Centralized Promotion Board member points must be within a 2 point variance for each Soldier being evaluated for promotion.

### **3-12. Brigade and Battalion S-1 Personnel Sergeant**

- a. Publishes the order to appoint the Board signed by the Commander.
- b. Appoints a Board Recorder.
- c. Enters the board points into the Enlisted Promotion System. Choose a board grade, and select Evaluations for each Soldier accepted and boarded. Enter the total Performance and Potential Scores for each board member. If not performed by the Recorder of the Promotion Board.
- d. After the Board is complete, reviews the results and conducts quality assurance to ensure board point variances do not exceed 40 points.

## **Chapter 4 - Processing Enlisted Promotions**

### **4-1. Enlisted Vacancy Fill Requirements**

- a. Statewide promotion lists are compiled for all grades and MOS.
- b. The following guidance is used to fill unit vacancies. Lateral appointments and excess personnel are the first priority when filling vacancies. Soldiers that are deployed will have the same consideration as those that are not deployed and will not be bypassed on the OML list. Per NGR 600-200 para 4 NCO vacancies will be filled in the following order.
  - (1) Priority Placement List; (Soldiers displaced by reorganization/deactivation or promoted during mobilization without a valid unit vacancy)
  - (2) Excess personnel
  - (3) Lateral assignment
  - (4) Enlisted Promotion System

- b. Determine by MOS priority of fill; validate the vacancy, no current grade excess.
- c. Using the OML, Soldiers will be offered the position by order of precedence within mileage range selected.
- d. If a Service Member is flagged for PT failure or Weight Failure, they will be bypassed on the OML for selection until the flag is removed.
- e. Accepting or Declining an Offer
  - (1) Soldiers must personally accept or decline the position in person, telephonically, or by email.
  - (2) No one other than the Soldier can accept or decline a position being offered; third party answers will not be accepted.
  - (3) Soldiers who decline assignments for which they are fully eligible and available will be administratively removed from the promotion list. They will not be reinstated on the list under any circumstances, but may be considered by future boards if they remain eligible.
  - (4) The G-1, EPS section will randomly contact Soldiers who have declined a position to ensure a position was offered. If found that the Soldier was not notified, The BDE CSM and BDE Commander will be notified immediately by the G-1 for corrective action.
- f. Soldiers may be offered promotion within their current unit of assignment regardless of mileage selection.

#### **4-2. Vacancy Fill Request(s)**

All vacancy fill request(s) will be limited to the following documents and arranged in the following order:

- a. Enlisted Promotion Fill Checklist (Figure C-1)
- b. Enlisted Promotion System Vacancy Fill Request (Figure C-2)
- c. Enlisted Promotion Offer Worksheet (Figure C-3)
  - (1) Once a Soldier is offered promotion, submit a vacancy fill request to Enlisted Promotion Section for removal of the Soldier from the promotion list.
  - (2) AGR promotion requests must include AGR branch approval documentation.
- d. DA 705 with a record pass within one year for M-day and six months for AGR Soldiers.
- e. DA 5500 Body Fat Worksheet if applicable.
- f. ATRRS printout showing NCOES completion.

#### **4-3. EPS Position Offer Worksheet**

- a. Soldiers acceptance or denial of a position will be documented on the EPS Offer Worksheet (Figure C-3).
- b. EPS Position Offer Worksheet must be completed with Soldier contact information.
- c. One EPS Position Offer Worksheet will be completed for each Soldier accepting or declining a promotion offer.
- d. IAW AR 600-8-19 Chapter 7, 7-40 (a) the Soldier will have a reasonable amount of time (30 days) to decline the position. Most Soldiers will accept or decline within a few days.
- e. All promotions for SSG and above will include an ATRRS print out to validate required NCOES to validate that all phases have been completed.

#### **4-4. Submission of Vacancy Fill Request**

- a. All Enlisted Promotion vacancy requests will be forwarded through command channels, reviewed and approved by BDE PS NCO.
- b. Once approved email vacancy fill requests to the EPS mailbox @ [mua.G1EPS.ngca@ng.army.mil](mailto:mua.G1EPS.ngca@ng.army.mil), subject must include NAME and last four.
- c. EPS will review and validate eligibility. Please allow a minimum of 72 hours for processing.
- d. EPS Section will return without action any Enlisted Promotion Packet that does not have all required documentation.

e. EPS section will complete all EPS transfers (as required), the promotion order, and or lateral appointment (as required).

#### **4-5. Incumbents**

a. Soldiers occupying (assigned to) a higher grade position must be #1 on the promotion list for the compatible grade and MOS to be promoted.

b. Soldiers selected for positions of higher grade by virtue of a selection board (traditionally an AGR hire board) may be promoted "One Time" without regard to position on the promotion list if all other eligibility requirements are met. These Soldiers must be on a current promotion list.

### **Chapter 5 - First Sergeants Selections / Leadership Boards**

#### **5-1. General**

a. AR 600-8-19 authorizes States to establish leadership boards to identify Master Sergeants and Sergeants First Class for vacant First Sergeant positions. 1SG selection/leadership boards may be held as often as necessary to fill 1SG positions within the current Promotion Cycle.

b. M-Day Sergeants First Class on a promotion list who are eligible for promotion and Master Sergeants are eligible to apply for vacant, advertised First Sergeant Positions. AGRs must be a current E-8/MSG to apply.

c. AGR E-8/MSGs selected to fill 1SG vacancies must be MOS compatible with the position and request a Command, Leadership, and Staff Assignment Policy (CLASP) waiver through command channels. CLASP waivers must be approved prior to transfer, assignment, and lateral appointment.

#### **5-2. 1SG Vacancy Precedence of Fill**

a. Current and excess First Sergeants and Master Sergeants will be considered for assignment to fill vacant First Sergeant positions before selecting from the E8 promotion list or announcing a vacant 1SG position. Excess personnel rosters may be requested from the BDE S1 or G1-EPM. This allows career development assignments in grade without affecting the number of Soldiers promoted. Vacant First Sergeant positions are a priority fill.

b. Commands may select Soldiers from the corresponding CPMOS promotion list to fill vacant First Sergeant positions. At no time will a Soldier be offered and promoted out of sequence when using this method to fill a vacant First Sergeant position.

c. Commands may announce First Sergeant Vacancies only after exhausting current and excess First Sergeants and Master Sergeants. Submit requests for First Sergeant Position Announcements utilizing (Figure D-1) to the G-1EPM Section. G-1 EPM section will validate and make corrections as needed. All announcements will be open for a minimum of 30 days from the day the announcement is published. This will ensure everyone eligible in the state has adequate time to apply for the announced position.

#### **5-3. Announcing 1SG Vacancies**

a. Brigade / Battalion commands draft the 1SG Vacancy Announcement Memorandum. Submit the drafted announcement to G1 - EPS for approval by the CAARNG CSM.

b. Announcements are published for 30 days and disseminated by mail services. Justified requests for exception to the minimum 30 day announcement window will be reviewed on a case by case basis by the CAARNG CSM.

c. BDEs must submit their requests for authorization to fill First Sergeant vacancies and to conduct boards through the CAARNG G-1 Sergeant Major for processing.

#### 5-4. Application Packets

- a. Soldiers who meet the minimum prerequisites listed in the 1SG Vacancy announcement, and who are eligible for promotion (on a current promotion list) are highly encouraged to apply.
- b. Applicants will complete the following no later than the suspense date on the announcement:
  - (1) Prepare a "Cover Memorandum" as described in the vacancy announcement. The "Cover Memorandum" will be filed into the applicant's iPERMS and forwarded by email to mua.g1eps.ngca.
  - (2) Prepare their OMPF located in iPERMS for review by the board. At a minimum ensuring the documents listed on the announcement are included in their OMPF.
- c. Applicants who do not meet the minimum requirements of the 1SG Vacancy Announcement will have their application returned without action.

#### 5-5. 1SG Board Composition

- a. First Sergeant selection boards are comprised of **Command** Sergeants Major convened at the state level.
- b. The CAARNG CSM serves as the president for all Senior Enlisted promotion boards to include 1SG selection boards. The CAARNG CSM reserves the right to delegate this authority in writing.
- c. Brigade Command Sergeants Major may propose a list of board members, board date, and location to the CAARNG CSM for consideration.
- d. The California Army National Guard G-1 Directorate will publish the board appointment order along with administrative instructions to the board.

#### 5-6. Board Procedures

- a. Administrative instructions will be provided by the California Army National Guard G-1 prior to the board.
- b. The Board may conduct either a paper board or a personal appearance board. Personal appearance boards allow the board to gain firsthand knowledge of each applicant's demeanor and communications skills to determine the "best qualified". If personal appearance boards are the preferred method, all applicants must appear before the board in person. A combination of personal appearance and paper boards is not authorized.
- c. Board members will complete a First Sergeant Appraisal Worksheet (Figure D-2) for each applicant.
- d. Board members will evaluate each area of consideration listed in the vacancy announcement on the appraisal worksheet and assign a point value of 1 thru 10. An area of consideration not listed on the vacancy announcement will *not* be evaluated and will be marked N/A (no point value assigned).
- e. Board Members Point Variances will not exceed 10 points.
- f. Recorders will consolidate each applicant's total score and prepare an OML (Figure D-3). The applicant with the highest score will be #1 on the OML.
- g. Recorders will ensure 1SG Board Appraisal Worksheets are signed by each board member and the OML is signed by the president of the board.
- h. Additional responsibilities for the President, Board Members, and Recorder are listed in chapter 3 of this pamphlet.

#### 5-7. Exceptions and Limitations

IAW NGR 600-200, paragraph 4-6 d (3) Soldiers assigned and utilized in 1SG positions will normally have the MOS or another MOS within the CMF of the duty position. However, Master Sergeants may be utilized in First Sergeant positions outside of their CMF if they are recommended, hold or can become qualified for SQI M. Selecting Non-MOSQ First Sergeants will be limited to situations in which no qualified Soldier with the proper MOS and grade is reasonably available to fill the vacancy, or there is several related MOS's in the unit. This is limited to units

such as in a headquarters, service, support, maintenance or a similarly diverse unit that does not merge until Sergeant Major. This practice is not accepted in line units such as lettered companies of maneuver battalions. It is not authorized simply to assign senior NCOs without regard to position MOS requirements or solely based on a highest rank status on a consolidated Master Sergeant promotion list. Soldiers assigned under this authorization will be considered MOS qualified for all reporting purposes, but assignments are limited to 3 years maximum.

#### **5-8. Disposition of Board Results**

a. Upon final disposition, the president of the board will sign the Order of Merit List indicating the selected applicant. In the event OML # 1 was not selected the president of the board must justify the selection in writing. Attach the justification to the OML. Return the OML, 1SG appraisals, and board packets to G1 EPS for validation and publication of orders.

b. Commands are responsible for coordinating an effective date of transfer with the losing command and notifying G1 EPS of the effective date.

### **Chapter 6 - 00F (MOS Immaterial) Positions**

#### **6-1. Duty Descriptions and Establishing Eligible MOS' for 00F (MOS Immaterial) Positions**

NGR 600-200 paragraph 2-20 and 2-21 governs 00F positions within the CAARNG.

a. All 00F positions must have a duty description that lists all the MOS' (preferably in memorandum format) eligible to perform the duty. Commands will review TDA/MTOE and any remarks associated with the position to identify special or additional requirements.

b. 00F position duty descriptions and lists of MOS' eligible to perform the duty must be turned into the G-1, EPM, and EPS prior to publishing the enlisted promotion lists. Suspense dates will be incorporated into the EPS MOI.

c. Units/Commands who fail to submit a list of MOS' eligible to occupy 00F positions by the established suspense date in the EPS MOI will result in combining the entire promotion list for that grade to fill vacancies using the enlisted promotion system. Soldiers with the highest promotion points will be offered the position in the sequence as they appear on the consolidated promotion list.

d. Regional Training Institutes (RTIs) are authorized to include SQI 8 as an additional prerequisite as part of their selection criteria.

#### **6-2. Selection from Promotion List to 00F (MOS Immaterial) Positions**

00F vacancy fills will be requested using the following steps:

a. Prior to selecting a Soldier from the promotion list, consideration will be given to excess personnel and lateral transfers to fill the vacancy.

b. Eligible CPMOS promotion lists identified for the 00F vacancy will be consolidated by the EPS NCOIC to determine the Soldier with the highest ranking score to fill the 00F vacancy. Soldiers who decline promotion in a 00F position will be removed from respective promotion list.

c. Complete and forward the enlisted promotion packet IAW Chapter 5 - Enlisted Promotion Procedures.

### **Chapter 7 - Filling Instructor Positions**

#### **7-1. Utilization of Enlisted Instructors at Regional Training Institutes (RTI)**

Only the highest quality Soldiers will be assigned to RTI. Soldiers assigned to instructor positions must hold SQI 8 or meet proponent prerequisite to attend.

## **7-2. Vacancy Fill Criteria for Instructors**

a. Assignment and initial selection criteria for RTI instructor duty is established by TRADOC and NGR 600-200, Chapter 2-23. Soldiers must meet all instructor qualifications prior to selection from the promotion list.

b. MOS specific instructor positions will use the corresponding CPMOS promotion list.

(1) All Soldiers will be contacted on the OML, those that do not meet the proponent qualifications will be annotated on the Offer Fill Worksheet as "Does not meet proponent qualifications" and the next Soldier on the OML will be contacted. Enlisted Promotions Section will randomly check with Soldiers who have been declined positions as "not meeting proponent qualifications" to ensure Soldiers have been offered and do not in fact meet the qualifications.

(2) Soldiers who meet the proponent requirements will be offered promotion into higher positions and may be promoted without regard to sequence on the promotion list. These Soldiers must meet all eligibility requirements for promotion.

c. MOS Immaterial (00F) instructor positions:

(1) Duty descriptions and lists of eligible MOS' in memorandum format must be on file with EPM IAW chapter 6 of this pamphlet.

(2) Duty descriptions and lists of eligible MOS' memorandum will include the SQI 8 if required.

d. All transfers and promotions will be conducted as set by established policies and procedures by JFHQ for enlisted vacancy fills.

e. Complete and forward the Enlisted Promotion Packet IAW Chapter 5 - Enlisted Promotion Procedures.

## **Chapter 8 - Integrating Soldiers into Promotion Lists**

### **8-1. New Accessions**

Individuals who enlist into the CAARNG from another component of the Armed Forces will not be integrated into standing promotion lists. They will be considered for the next promotion cycle, provided they meet the eligibility criteria and are recommended for promotion.

### **8-2. Inter-State Transfers**

Soldiers who inter-state transfer into the CAARNG will not be integrated into standing promotion lists. They will be considered for the next promotion cycle, provided they meet the eligibility criteria and are recommended for promotion.

### **8-3. Soldiers Reclassified while on Promotion Lists**

Soldiers who reclassify into a new MOS will be removed from the current promotion list. They will be considered for the next promotion cycle, provided they meet the eligibility criteria and are recommended for promotion. Soldier's whose PMOS is switched with their SMOS or AMOS will remain on the promotion list in the PMOS boarded.

## **Chapter 9 - Maintaining Promotion Cycle / Board Records and Vacancy Fill Files**

a. Promotion board records will be maintained for a minimum of 2 years. Minimum documentation includes:

(1) Unit Submission Rosters and Ineligibility Lists signed by the unit commander.

(2) NGB Forms 4100 series with enclosures (other than source documents processed to SIB) on each Soldier considered.

(3) Counseling of Soldiers who fail to turn in a NGB Form 4100 or promotion packet.

(4) Approved Declination of Promotion Considerations.

(5) Record of Promotion Boards, Unit Submission Rosters, promotion packets, appointment orders, signed oaths, member score sheets, and Board Results Memorandum.

(6) Written communications accepted by the president from promotion candidates.

(7) The final approval, master promotion list, and After Action Review (AAR).

*b.* Vacancy Fill documentation will be maintained for a minimum of 2 years. Minimum documentation includes:

(1) Soldiers acceptance or denial of a position documented on the EPS Offer Worksheet (Figure C-3).

(2) Supporting documents for denial, email transmissions, record of phone conversations, etc.

**Enlisted Promotion Worksheet (SPC to SGT and SGT to SSG)**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Rank: \_\_\_\_\_  
NCOES: \_\_\_\_\_ CIVED: \_\_\_\_\_ CPMOS: \_\_\_\_\_

---

**Awards**

MOH	0	DSC	0	AFEM	0	AAM	0	JSCM	0	DMSM	0	CAB	0
DSSM	0	LOM	0	DDSM	0	EFMB	0	POW	0	ARCOM	0	SAPPER BDG	0
MSM	0	BS	0	DFC	0	DRV BDG	0	KSM	0	CIV	0		
CMV	0	JSAM	0	PH	0	DSM	0	MECH	0	VSM	0		
SWASM	0	ETB	0	AM	0	SM	0	SS	0	TOMB GRD	0		

**State Awards**

CAOC 0 CAMV 0 CAMC 0 CAMM 0  
CACM 0

**Training and Education**

<b>APFT Scores</b> Date: _____ Score _____	<b>Weapons Qualification</b> Date: _____ Level: _____
<b>Update Record APFT</b> Date: _____ Pushups _____ Situps _____ Run _____ Permanent Profile Yes or No _____ Events(s) _____	<b>Update Weapons Qualification</b> Date _____ Level: Marksman Sharpshooter Expert Non-Qual/Expired

Other Resident Training Weeks: \_\_\_\_\_ Self-Development Course Completions: \_\_\_\_\_  
Hours \_\_\_\_\_ Qualified Diplomas \_\_\_\_\_

Voluntary Relocation Range: [ ] 0-50 [ ] 0-125 [ ] 0-300 [ ] Statewide

I have reviewed the entries above. Errors were corrected in accordance with published guidance. I understand that if I do not properly document the entries above I will not receive points for changes. \_\_\_\_\_ (initials)

[ ] I do want to be considered for Non-Commissioned Officer training and promotion.

[ ] I do not want to be considered Noncommissioned Officer and promotion this cycle year.

\_\_\_\_\_  
Soldier's Signature/Date

\_\_\_\_\_  
1SG or Training NCO Signature/Date

**Decentralized Promotion Packet Checklist  
(SPC to SGT and SGT to SSG)**

Name \_\_\_\_\_ Unit \_\_\_\_\_ Grade \_\_\_\_\_ PMOS \_\_\_\_\_

This Checklist \_\_\_\_\_

NGB Form 4100-1 \_\_\_\_\_

Biographical Sketch \_\_\_\_\_

All NCOERs for the past 3 years  
-OR- Specialist Performance Evaluation Form \_\_\_\_\_

DA Form 1059 for the most recent NCOES course \_\_\_\_\_

DA Form 705 for the past 3 years with supporting  
DA Forms 5500-R/5501-R as applicable. \_\_\_\_\_

Certificates for awards, and Memorandums of  
Commendation, and Certificates of Appreciation for the past 3 year's \_\_\_\_\_

Approved CPMOS Waiver \_\_\_\_\_

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**Instructions:** Submit photo-copies on bond paper. Items with a blank, lined space under the NA above may not apply to each nominee. All other items are mandatory.

\_\_\_\_\_  
First Sergeant Signature and date

\_\_\_\_\_  
Unit Commander Signature and date

\_\_\_\_\_  
BN CSM Signature and date (as applicable)

I have reviewed the entries above. Errors were corrected in accordance with the current Memorandum of Instruction for Enlisted Promotion Board process for this cycle. I understand that if I do not properly document the entries above I will not receive points for these items.

Nominee signature and date:

\_\_\_\_\_

<b>ARMY NATIONAL GUARD SENIOR ENLISTED WORKSHEET</b> <b>Sergeant First Class through Sergeant Major Boards</b> <small>The proponent agency is NGB-ARH. The prescribing directive is ASM #09-0017.</small>									
<b>SECTION I – PERSONNEL SYSTEM DATA</b>									
1) Name							2) Rank		
3) Unit					4) CPMOS		5) PULHES		
6) DOB		7) DOR		8) PEBD		9) BESD		10) ETS	
11) Active status program					12) Technician/Selective Service code				
<b>SECTION II – VERIFICATION AND DECLINATION</b>									
13) I have verified this information    I do _____    I do not _____    want to be considered for military education and promotion.									
Commander Validation:    Recommended _____    *Non-Recommended _____    *Denial of consideration must be IAW AR 600-8-19.									
UNIT COMMANDER'S SIGNATURE:								DATE	
BN COMMANDER'S SIGNATURE:								DATE	
BDE COMMANDER'S SIGNATURE:								DATE	
<b>STANDARD OPTIONS</b>									
<div style="text-align: center;">           Voluntary Relocation Range from my HOR      0-50 _____ (int)                                                                                              0-125 _____ (int)                                                                                              0-300 _____ (int)                                                                                              Statewide _____ (int)         </div> <p style="text-align: center; margin-top: 10px;"><b>(note AGR Soldiers are only considered for Statewide)</b></p> <p style="margin-top: 30px;">I wish to be considered for the following CPMOS _____ (MOS) of which I currently possess as SMOS/AMOS _____ (int)            (Approved Waiver request is attached and has been reviewed by my Command)</p> <p style="margin-top: 20px;"><b>I have reviewed my iPERMS record. I certify that is a complete and accurate reflection of my military service IAW CAARNG Enlisted Promotion Board MOI.</b></p>									
SOLDIER'S SIGNATURE								DATE	

NGB 4100-1B-R-E, 20100106 (EF) (IMT)

(PREVIOUS EDITIONS ARE OBSOLETE)

**Figure A-3 NGB 4100-1B-R-E**

**Senior Centralized Promotion Packet Checklist**  
**(SFC to SGM)**

Name \_\_\_\_\_ Unit \_\_\_\_\_ Grade \_\_\_\_\_ PMOS \_\_\_\_\_

**1. Your Official Military Personnel File located in iPERMS will be loaded into the Automated Board System (ABS) for review and evaluation by the Centralized Promotion Board.**

**2. It is your sole responsibility to ensure that at a minimum the below listed items are uploaded into your iPERMS record:**

All NCOERs \_\_\_\_\_

Transcripts for Civilian Education \_\_\_\_\_

Current Weapons Qualification Score card \_\_\_\_\_

NGB Form 4100-1B-RE \_\_\_\_\_

Biographical Sketch \_\_\_\_\_

DA Form 1059 for the most recent NCOES course \_\_\_\_\_

DA Form 705 for the past 3 years with supporting  
DA Forms 5500-R/5501-R as applicable \_\_\_\_\_

Certificates for awards, and Memorandums of  
Commendation and Certificates of Appreciation for the past 3 year's \_\_\_\_\_

Letters to the board \_\_\_\_\_

Current DA Photograph \_\_\_\_\_

**Note:** This checklist is intended to assist Senior Enlisted Soldiers prepare their iPERMS OMPF for review by the promotion board

## BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

SSN:

Primary MOS:

Duty MOS:

Present rank:

Date of rank:

Years of active service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education:

Military education:

Decorations, awards and citations (spelled out in order of precedence):

Civilian affiliations:

Significant experience (include duty status and primary civilian occupation or AGR):

**(Do not type the following on the sketch)**

1. Limit to two pages on standard 8 ½" x 11" white paper using a standard 12 courier new, font.
2. If pursuing a degree, list major and minor, institution, and date projected for completion.
3. List only completed training course. Do not list single subcourses under military education.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.
7. Type entries in regular print. Do not use all capitals, italics, bold fonts, special characters, jargon or any other gimmicks designed to draw special attention to specific entries on this document. List accurate information that is clear and concise.

**Specialist Performance Evaluation Form**  
**(For Promotion Board Evaluation in lieu of NCOER)**

Name:	SSN:	Rank:
PMOS	Unit:	

**Evaluated Areas**

Area of Consideration	Range	Performance	Remarks
Military bearing & Appearance	0-15		
Responsibility & Accountability	0-25		
Leadership	0-35		
Communication Skills	0-20		
Professional Attributes & Ethics	0-20		
Initiative	0-25		
Technical & Tactical Proficiency	0-35		
Sub Total	175		

**Either - Rater/Senior Rater/Reviewer**

Printed Rank and Name:	Signature:	Date:
------------------------	------------	-------

**No points will be entered in the EPS System for promotion points from this form.** This form will be used for Platoon Sergeant or above leaders to provide the promotion board an evaluation of the Soldier's performance. This evaluation will be used by the promotion board members as an evaluation (in lieu of NCOER). The sum of each Soldier's qualities and qualifications, matters of record, past performance (heaviest weight given to the recent past), and the Soldier's potential to serve in positions of greater responsibility must be considered objectively.

**THIS FORM IS ONLY USED FOR THE SPECIALIST TO SERGEANT BOARDS**

## Sample Board Appointment Memorandum

Office Symbol

date

MEMORANDUM THRU Brigade/Battalion

FOR California Army National Guard G1

SUBJECT: Appointment Order for the FY12 Staff Sergeant (SSG) Decentralized Enlisted Promotion Board

1. A board of senior non commissioned officers is hereby appointed pursuant to Army Regulation (AR) 600-8-19 to evaluate the performance and promotion potential of eligible E-6s for promotion to the grade of E-6.

xx, President (w/o vote)

xx, Member

xx, Member\*

xx, Member

xx, Recorder (w/o vote)

\*Indicates female and minority member(s).

2. The identity of individuals selected and appointed as board members must be kept close hold during all phases of selection and conduct of the proceedings. Board members will not divulge their board membership selection or appointment to anyone without an official need to know.

3. The Board will convene at 1400 hours, Tuesday, 31 May 2011 in the Operations Company, 40th ID Class Room 3, 8450 Okinawa Street, Sacramento, California 95828.

4. The Board members will attend in a duty status. Uniform is the Army Combat Uniform (ACU).

5. POC is the is xx.

---

Brigade/Battalion Commander Signature Block

**Decentralized  
Promotion Board Appraisal Worksheet**  
(SPC to SGT and SGT to SSG)

Soldier Information

Name:	SSN:	Rank:
PMOS	Unit:	

**Appraisal**

Area of Consideration	Performance		Potential Points	
	Allowed	Awarded	Allowed	Awarded
Military bearing & Appearance	0-15		None	XXXXX
Responsibility & Accountability	0-25		0-30	
Leadership	0-35		0-70	
Communication Skills	0-20		0-30	
Professional Attributes & Ethics	0-20		0-30	
Initiative	0-25		0-30	
Technical & Tactical Proficiency	0-35		0-35	
Sub Total	175		225	
TOTAL _____ TOTAL _____				Total Score _____

**Remarks:**

**Authentication:**

Printed Rank and Name:	Signature:	Date:
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NGB Form 4101-1-R-E, 25 Jul 06

## Promotion Board Oaths

### President of the Board:

*"I (state your name), do solemnly swear (or affirm) that I will conduct the promotion board IAW AR 600-8-19 and ensure that each Soldier's Performance and Potential to serve at the next higher grade is evaluated fairly and equitably. Having in view both the special fitness of Soldiers and the efficiency of the ARNG, perform the duties imposed upon me, and further that I will not divulge the proceedings or results thereof pertaining to individual Soldiers except to proper authority."*

---

Rank Last, First	Signature	date
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### Board Members:

*"I (state your name), do solemnly swear (or affirm) that I will, without prejudice or partiality, fairly evaluate each Soldiers Performance and Potential to serve at the next higher grade. Having in view both the special fitness of Soldiers and the efficiency of the ARNG, perform the duties imposed upon me, and further that I will not divulge the proceedings or results thereof pertaining to individual Soldiers except to proper authority."*

---

Rank Last, First	Signature	date
------------------	-----------	------

---

Rank Last, First	Signature	date
------------------	-----------	------

---

Rank Last, First	Signature	date
------------------	-----------	------

### Board Recorder:

*"I (state your name), do solemnly swear (or affirm) that I will keep a true record of the proceedings of this Board, and further, that I will not divulge the proceedings or results thereof pertaining to individual Soldiers except to proper authority."*

---

Rank Last, First	Signature	date
------------------	-----------	------

## MEMORANDUM FOR RECORD

SUBJECT: FY12 Decentralized Promotion Board Results for Promotion to the Rank of SGT

1. On 15 April 2012 the 1/184 Infantry Battalion conducted decentralized promotion board(s) for promotion to the rank of SGT. The board was conducted IAW AR 600-8-19 paragraphs 7-34 and 7-35 and CAARNG Pamphlet 600-8-19.
2. I attest that the below listed board members evaluated each Soldier's performance and potential to serve at the next higher grade without prejudice or partiality in a fair and equitable manner.

SGM Digby, Katy	Member
SGM Sturm, Ryan	Member
SGM San Felipe, Gena	Member
SGM Perez, Cesar	Member
SGM Dresen, Daniel	Member
CSM McLane, Izetta	President (without vote)
MSG Oneal, Brian	Recorder (without vote)
SGM Muchow, Kurt	Alternate Recorder (without vote)

3. Board members total points for performance and potential were manually input into MILPO APPS/EPS on 16 April 2012 by MSG Brian Oneal and SGM Kurt Muchow. A complete record of the board to include, score sheets will be kept on file for a minimum of two years from this date IAW CAARNG Pamphlet 600-8-19 chapter 9.
4. POC is the undersigned at [board.president@us.army.mil](mailto:board.president@us.army.mil) or (916) 854-1111.

FOR THE COMMANDER:

Board Presidents Name  
CSM, CA ARNG  
Command Sergeant Major  
President of the Board

### **Enlisted Promotion Fill Checklist:**

Initial block and circle Y or N:

- ☐ Y or N OML: Is Soldier on current OML for the requested position and the next available Soldier?
- ☐ Y or N NCOES: Is the ATRRS Print out showing completion for NCOES enclosed?
- ☐ Y or N Does the Soldier possess any required security clearance?
- ☐ Y or N Is Soldier flagged for Adverse Action, APFT, HT, WT?
- ☐ Y or N Does Soldier meet TIG (Per All States Memo # P09-40)
- ☐ Y or N Does Soldier meet TIS (Per All States Memo # P09-40)
- ☐ Y or N Is the Soldier you are offering the position to deployed?
- ☐ Y or N If bypassing a Soldier, did they have at least 30 days to decline the position (AR 600-8-19 7-40)

Comments required for NO Answers:

**\*Note:** Units may automatically bypass Soldiers selecting 0-50 miles on mileage range if the vacancy position unit is beyond 50 miles. Soldiers that are flagged are not eligible for selection from the OML.

## Enlisted Promotion System Vacancy Fill Request

Office Symbol

Current date

MEMORANDUM FOR Headquarters, California Army National Guard G1, ATTN: EPM-EPS

SUBJECT: Request for Enlisted Promotion System Vacancy Fill

1. Request the following position be filled using Enlisted Promotion System:

- a. UIC:\_\_\_\_\_
- b. Unit Name:\_\_\_\_\_
- c. Unit POC and Telephone:\_\_\_\_\_
- d. Senior Command POC and Telephone:\_\_\_\_\_
- e. Position Para/Line:\_\_\_\_\_
- f. DMOS:\_\_\_\_\_
- g. Position Grade:\_\_\_\_\_
- h. Name /SSN /Grade of Soldier \_\_\_\_\_

2. POC is SFC Joy Ride at (916) 854-3139.

FOR THE COMMANDER:

Signature Block

## Enlisted Promotion Offer Worksheet

### **Vacancy Information:**

Unit Name	UIC:	Duty City
DMOS	Para	Line

### **Soldier Information**

Name	SSN
Unit of Assignment	Current UIC
Home Phone	Work Phone
Pager	Current Unit Phone

## Contact Record

Date	Time	Summary of Call	Initials

**Figure C-3 Enlisted Promotion System - Position Offer Worksheet**



DEPARTMENT OF THE ARMY  
HEADQUARTERS, CALIFORNIA ARMY NATIONAL GUARD  
9800 GOETHE ROAD, P.O. BOX 269101

S: 30 July 2011

CAAD-CSM

30 June 2011

MEMORANDUM FOR Soldier's Eligible to Apply for this 1SG Position

SUBJECT: Announcement of M-Day First Sergeant Vacancy for , , CA 90720

1. The California Army National Guard CSM is accepting applications from MSG, 1SG and promotable M-Day SFC for , (CMF ) ( ) **M-Day (1SG) Position.** M-Day SFC must be on current promotion list, IAW AR NGR 600-200 Chapter 4 and AR 600-8-19 chapter 7. Flagged Soldiers are not eligible to apply. Applicants who are Non-DMOSQ may apply yet priority of selection will go to MOS qualified Soldiers. If selected, Non-DMOSQ Soldier must be eligible and become MOSQ within 24 months.

2. The selection board will be comprised of three Command Sergeants Majors. The boards will use the Official Military Personnel File (OMPF) in iPERMS to evaluate Soldier's qualifications and potential to serve in a leadership position. Hard-copy paper packets are not authorized. The documents listed below must be scanned and indexed into iPERMS prior to

- a. Cover memorandum detailing how the unit would benefit from your selection in this leadership position (limit to one page). This is your chance to talk to the board and highlight your skills, breath of communication and leadership qualities. This memorandum will be filed in iPERMS "AND" forwarded by email to [mua.g1eps.ngca](mailto:mua.g1eps.ngca) no later than the above suspense date.
- b. Previous five years of NCOERs (filed in iPERMS)
- c. DA Photo (filed in iPERMS)
- d. Current biographical sketch IAW NGR 600-200, 31 July 2009(filed in iPERMS).
- e. DA 1059 displaying completion of ANCOC (all phases) (filed in iPERMS).
- f. DA Form 705 past three years (APFT taken within the last 12 months -AGRs last six months). Include DA Form 5500/5501 for all screening table non compliance.
- g. Recommended – Memorandum of recommendation from your 1SG/CSM.
- h. AGR MSG applying for 1SG positions outside of their BDE must include a concurrence memorandum from their unit commander.
- i. Civilian Education Civilian education will be reviewed by the board. All updates to this must be made through the civilian education section. Point of contact SFC Tracy Snyder (916) 854-4412.

CAAD-CSM

SUBJECT: Announcement of M-Day First Sergeant Vacancy for , , CA 90720

3. First time 1SG's must complete the U.S. Army First Sergeant Course (FSC) within 1 year of appointment.

4. I encourage you to contact at or prior to submitting an application for specific unit information.

FOR THE COMMANDER:

HQs, Army National Guard CSM  
CSM, CA ARNG  
Command Sergeant Major

## **First Sergeant Board Appraisal Worksheet**

### **Soldier Information**

<b>Name:</b>	<b>Rank:</b>	<b>PMOS:</b>	<b>MOSQ Y / N</b>
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### **Appraisal**

Area of Consideration	Points (1-10)
1. NCOERs (Emphasis On Leadership Attributes)	
2. Military Education (NCOES, 1059 Evaluations)	
3. Previous Leadership Assignments	
4. Demonstrated Leadership Potential	
5. Written/Oral Communication Skills	
6. Special achievements (Awards, Recommendations, Memo/Letter of Commendation, Community Service etc)	
7. Presentation/Completeness of First Sergeant Packet	
8. Physical Fitness/Appearance (APFT, HT/WT, DA Photo)	
9. Civilian Education	
10. Overall	
	<b>Total Score</b>

### **Remarks**

Does this applicant meet the expectations of a 1SG? <input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------------------------------------------------------------------------------------------------

### **Board Member**

<b>Printed Rank and Name:</b>	<b>Signature:</b>	<b>Date:</b>
-------------------------------	-------------------	--------------

## First Sergeant Selection Board OML

Unit: \_\_\_\_\_

UIC: \_\_\_\_\_ Para/Line: \_\_\_\_\_

SEQUENCE	RANK L_NAME, F_NAME	TOTAL BOARD POINTS	REMARKS:
OML 1			
OML 2			
OML 3			
OML 4			
OML 5			
OML 6			
OML 7			
OML 8			
OML 9			
OML 10			

**Note: If there are more than 10 applicants you may continue on a separate page.**

The President of the Board will check the appropriate statement below:

- a. ☐ Number one is selected.
- b. ☐ Number \_\_\_\_\_ is selected, written justification is attached.
- c. ☐ No selection was made. Re-announce position.

I attest that the board members listed on the attached Board Appointment Memorandum evaluated each applicant's performance and potential to serve as a First Sergeant without prejudice or partiality in a fair and equitable manner.

### PRESIDENT OF THE BOARD AUTHENTICATION

Printed Rank and Name	Signature	Date